



Government Services

Coasts, Estuaries and Oceans (CEO) Program Assistant

Perot Systems Government Services (PSGS), a contractor to the National Oceanic and Atmospheric Administration (NOAA) Coastal Services Center (Center), seeks an ideal candidate to serve as a Program Assistant to assist the Coasts, Estuaries, and Oceans (CEO) Matrix Program Manager in leading NOAA to achieve the outcomes of the CEO program on behalf of NOAA while also coordinating and supporting the mission of the CEO partner line organizations, as well as assist the CEO manager in his role as POC for the NOAA storm surge efforts.

The candidate will provide support the CEO Program Manager in all aspects of the management, coordination and implementation of a NOAA-wide matrix program through: annual operations and program planning, NOAA Program Planning, Budgeting, and Execution System (PPBES), annual budgeting, and providing program planning support including production of guidance and planning books, tracking progress, and reporting results at multiple levels within NOAA. The candidate will meet the requirements of all NOAA Line Offices for programs and projects requiring coordination and communication of CEO efforts, including responding to information requests and action items from all Line Offices, NOAA and Department of Commerce, Office of Management and Budget (OMB), Congress and the White House, as it relates to the Coasts, Estuaries, and Oceans Program. The candidate will also be responsible for conducting annual, quarterly, and monthly project tracking and reporting coordination including database and presentation support.

In addition, the candidate will provide support for the budget and planning of the Coastal Storms Program (CSP) team (including field and regional program staff), ensure entry of material into the annual reporting and planning documentation, assist with the annual work plans, and develop and maintain the CSP web presence.

This position requires independent work and initiative, and a demonstrated ability to get up to speed quickly in new areas. Knowledge of coastal and marine programs within NOAA is preferred, and familiarity with the NOAA PPBES process is a plus. A degree in environmental policy, marine science, coastal management is desired.

To Apply: Online at careers.psgs.com